

**TOWN OF UXBRIDGE
BOARD OF SELECTMEN
Town Hall Room 102
21 South Main Street
Uxbridge, MA 01569-1851
508-278-8600 Fax 508-278-8605
town.manager@uxbridge-ma.gov**

**Jill R. Myers
Town Manager**

TO: Honorable Board of Selectmen

FROM: Jill R. Myers, Town Manager

DATE: June 18, 2008

SUBJECT: Town Manager's Report for the BOS Meeting of June 23, 2008

Douglas Street P&S:

Tracy Sharkey representing Mr. Tusino informed me on 6/18/08 via a phone conversation that Mr. Tusino plans to submit a written notice for an extension to the Purchase and Sales Agreement (P&S) by the 6/30/08 date as provided by the P&S. An additional deposit of \$50,000 shall accompany the extension notice, thereby making the full deposit of \$150,000 non-refundable. As of 6/18/08, there is no permit application on file. There also has been no pre-application review (as stipulated in our Zoning Bylaws). So, in fact, the permit process has not been initiated.

43D - Best Practices for Local Streamlined Permitting: Please see the memo attached to this report.

Spring Annual Town Meeting – Follow-up: The Town Clerk submitted the required documents for approval by the Attorney General on June 8, 2008. We received notification that Article 25 amending the Charter pertaining to the referral of warrant articles was approved, but it was noted that the underlined/italicized text does not “have a subject”:

ARTICLE 25: CHARTER AMENDMENT; REFERRAL OF WARRANT ARTICLES

To see if the Town will vote to amend the Uxbridge Home Rule Charter, Article 2, Section 7, (b) as written below:

(b) Referral - Forthwith following the receipt of any petition containing a proposed warrant article, the board of selectmen shall cause a copy of the proposal to be emailed to the Chairman of the Finance Committee if an email address is on file in the Board of Selectmen's office and sent by U.S. Mail to the Chairman if he/she does not have an email address. The Chairman of the Finance Committee shall notify the Board of Selectmen's office of receipt of the proposed article. In addition a copy of the proposed article shall be posted on the Town Bulletin Board, *and shall cause* such other distribution to be made of each such proposal as may be required by law or bylaw.

The AG's office inferred it to mean the BOS is charged with the posting. They noted that the Town may propose an amendment in a manner consistent with their letter at the Fall Town Meeting, which would still allow for it to be on the annual municipal election in May.

The AG's office has four weeks from the date of receipt to comment.

Conservation Commission and ConComm Agent Status

I received a resignation from Chairman Gretchen Duffield who has decided to resign after eleven years. I placed a copy of her resignation in the BOS reading file. She enjoyed her service and found it rewarding, but she stated she is no longer able to serve. She announced the same at the ConComm meeting of 6/16. We greatly appreciated her service to the Town! I am seeking a candidate to fill her unexpired term through 6/09.

After a comprehensive recruitment – and after Town Meeting had concluded, we decided to seek an innovative approach with a firm with a well established reputation with the Conservation Commission for Administrator/Agent services in FY09 (beginning 7/1/08) for a total of \$25,000 for FY09 – the same amount approved with the Town Manager recommended salary budget. Ms. Duffield participated in the recruitment and was very excited about this new opportunity providing on-site staff, as well as wetland scientist services. However, Town Meeting funded the FY09 position through the salary line item, but under this arrangement, it is to be handled as an expense via a vendor contract. Historically, the service would be charged to the salary, and then a transfer would be made at the next Town Meeting. However, our financial team recognizes that approach is prohibited, sought a FY09 Finance Committee Reserve Fund transfer on 6/17/08 for five months so that the contract for services could be entered, and then a transfer would be made at Town Meeting back to that account, as well as transferring from the salary line item to expenses similar to when we contracted for Health Agent services after an unsuccessful recruitment. Services would be paid on a monthly basis. FinComm approved a reserve fund transfer for one month (July) and suggested that a reserve fund be considered by FinComm on a monthly basis until Town Meeting. Monthly FinComm meetings have been set, but there is always a concern for a quorum during summer.

Procurements:

Below is a listing of procurements conducted in June and July by the Accountant's office or in conjunction with the MORE regional purchasing via the City of Worcester:

RFP; ADA Compliance Study	Due 6/27
RFP; Gasoline Vehicle Maint. Contract	Due 6/19
RFP; Engineering Review Contract	Due 6/19
RFP; Volume Gasoline Contract	Opens June 10 MORE
RFP; Hazardous Materials Disposal	Opens June 16 MORE
RFQ; Performance Based Energy Management	Opens July 7
RFP; Fire Alarm and Equipment Inspectional Services	Opens July 7
RFP; Oil Burner Repair and Service	Opens July 7
RFP; HVAC Repairs and Maintenance	Opens July 7
IFB; 30% Post Consumer Recycled Copy Paper	Opens July 1 MORE

Contracts Under Review:

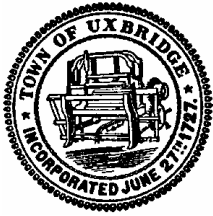
Water and Wastewater Chemicals	MORE
Snow & Ice Roadway Treatments	MORE

Copier and Imaging Equipment	State
Solid Waste Disposal	
Fuel Oil #2	State
Postage and Shipping	State
Diesel Vehicle Maint. Contract	
Performance Based Recycling	
Wireless Phone Services	
Local Phone Services	

Miscellaneous:

- Ease Canal adjacent to Crown and Eagle Way: Town Counsel sent correspondence to the law firm representing Stratmore Shire Trust in follow-up to the BOS meeting of 6/9. A copy is in the reading file.
- After an internal posting per the SEIU agreement, I appointed Nora Raymond to the Administrative Assistant III position in Accounting effective 7/1/08, a position that was funded via the FY09 budget. She had held this position until 1/07 when she became the Assistant Town Accountant, and the AA III remained vacant. The Assistant Town Account position will be advertised.
- Recruitment for the PT Inspector of Buildings is in process as well as the internal recruitment for the DPW Superintendent.
- I participated in the Uxbridge Teachers' Union Negotiations session held on Sat 6/14 from 9am until 1pm. No settlement yet. The next meeting is scheduled for 7/17.
- I met with the Town Managers/Administrators from neighboring Towns to discuss opportunities for shared or regional services. We discussed regional dispatch center, EMS, inspectional services, contracts for GIS/IT, and other services. Our next step would be to bring in the appropriate department head to discuss operational issues, and then our respective BOS.

Attachment



TOWN OF UXBRIDGE
Dept. of Planning & Economic Development
21 South Main Street
Uxbridge, MA 01569-1851
508-278-6487
plandev@uxbridge-ma.gov

Megan T. DiPrete
Director

Memorandum

To: Town Manager
CC: Planning Board
From: Megan DiPrete
Date: June 18, 2008
Re: Best Practices for Local Streamlined Permitting

As part of the effort to write a report for the 43D project, I reviewed some of the Streamlined Permitting objectives as published by the State. There are 26 “Best Practices” identified in the state’s publication called “A Best Practices Model for Streamlined Local Permitting.” The “Model” publication is available on line through the Mass Permit Regulatory Office, within the Department of Housing and Economic Development.

The 26 “Best Practices” are listed in 4 categories (Improving Communication with Permit Applicants, Standardizing the Permitting Process, Resources for Improving Local Permitting Performance, and Planning).

There are several practices that are not currently on the radar screen for the Town, such as development of an Impact Fee Regulation, and Pre-Permitting sites throughout town in order to facilitate ultimate build-out.

There were 2 Best Practices that were in place a year ago, including utilizing outside consultants, and designating a “priority development site.” Of the remaining 18 recommended Best Practices, 6 are on the radar screen on some level, and 12 have been implemented (at least partially) by this office in the past year.

A matrix is attached for a “quick-glance” at the recommended Best Practices and where we stand relative thereto. An important note: the items in the column labeled “Done” in FY 08 may not be complete (such as Creating a Culture of Training, which requires funding at levels higher than our budgets currently support). And some items in the column labeled “Planned” may be in process (such as “adequate staffing” which addresses both appropriateness of the staffing structure, and the adequacy of staffing levels relative to volume of work and expectations).

The matrix is intended to be a quick-glance idea of where we stand, but achieving “Best” is certainly an ongoing process.

Please contact me with any questions.

Best Practice #	Best Practices for Streamlining the Local Permitting Process	Thru 6/07	Done 7/07- 6/08	Planned	Not planned at this time
1	Single Point of Contact		X		
2	User's Guide to Local Permitting			X	
3	Permitting Flow Charts & Checklists		X		
4	Clear Submittal Requirements		X		
5	Concurrent Applications		X		
6	Combined Public Hearings		X		
7	Pre-Application Process		X		
8	Project Technical Review Team		X		
9	Regularly Scheduled Inter-Departmental Mtgs		X		
10	Physical Proximity of Professional Staff				
11	Development Agreements			X	
12	Encourage Use of 3 rd Party Consultants	X			
13	Predictable Impact Fees				X
14	Objective Criteria for Special Permits, Of-Right Zoning, and Master Plans		X		
15	Effective Use of Site Plan Approval				X
16	Two-Tier Assessment Process				X
17	Delegating Minor Decisions to Staff			X	
18	Uniform Timelines, Notifications and Appeals				X
19	Adequate Staffing			X	
20	Create a Culture of Training		X		
21	Maximize the Municipal Website		X		
22	Electronic Permit Tracking Systems			X	
23	Create an Electronic Filing Process for Applicants			X	
24	Selecting Preferred Sites for Comm/Ind Dev				X
25	Designating Priority Development Sites (43D)	X			
26	Pre-Permitting for Selected Sites				X